

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3603     **TITLE:** DIRECTOR OF MENTAL RETARDATION PROGRAMS  
**GRADE:** S-33

**DEFINITION:**

Subject to the review and approval of the Fairfax-Falls Church Community Services Board through its Executive Director, to plan, organize, develop, direct and monitor a comprehensive system of community programs for the mentally retarded, both directly operated and contractual, including residential, day/vocational, transportation, respite, recreation, prevention, and case management and technical services; and to do related work as required.

**TYPICAL TASKS:**

Plans, organizes, develops, directs and monitors a comprehensive system of mental retardation programs adapted to meet changing community needs;

Supervises the work of the directors of the individual program units comprising the overall mental retardation program;

Consults with the program unit directors on difficult professional and administrative problems;

Establishes goals, objectives and priorities for the mental retardation program area and all component units;

In conjunction with the Community Services Board's long-range planning process, develops an annual program plan and budget for review by the Community Services Board's Mental Retardation Committee;

Negotiates contracts for services to be provided by affiliated agencies;

Monitors the performance of contractors; develops requests for proposals for consultant services, reviews proposal submissions, and serves as project manager for studies related to needs and services in the mental retardation program area;

Facilitates effective collaborative relationships between and among components of the County's mental retardation programs, other Community Services Board operated and contractual programs, County and State human service agencies, private sector programs and professionals, and community groups and agencies;

Monitors the mental retardation programs' adherence to all applicable federal, state and local regulatory standards and policies, the program plan, the fiscal plan, and Community Services Board policies and procedures;

Serves as the Community Services Board's primary staff resource for mental retardation issues, keeping them abreast of important developments and making recommendations concerning mental retardation policies, services, and problem areas;

Serves as the primary staff support to the Community Services Board's Mental Retardation Committee, drafting issue papers regarding significant administrative, fiscal or programmatic developments/proposals for consideration or action by the Mental Retardation Committee (and later consideration/action by the full Community Services Board and/or Board of Supervisors);

Serves as the Community Services Board's principal contact with state, regional and local agencies (e.g., the State Department of Mental Health and Mental Retardation, the State Division

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of Developmental Disabilities, and the Health Systems Agency) on matters relating to the County's mental retardation program;

Serves as a member of the Northern Virginia Mental Retardation Directors Council and the Northern Virginia Training Center's Advisory Council; represents the Community Services Board on the State Mental Retardation Council; serves as the principal spokes-person and representative for the County's mental retardation program, providing information to the news media, developing public informational and educational materials, and making presentations to various community groups and organizations;

Meets with groups to identify areas of mutual need and develop cooperative working agreements.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of a field of mental retardation, including the diagnostic levels of mental retardation, forms of habilitation and rehabilitation, and appropriate applications;

Thorough understanding of the principles of community habilitation and rehabilitation of the mentally retarded person, and the ability to innovatively apply them in planning and developing new programs;

Thorough understanding of the structure of public mental retardation programs;

Thorough knowledge of the principles and practices of public administration, organization, and management;

Ability to synthesize the long-range plans of the individual program units into a mental retardation program master plan that is comprehensive, realistic, and attainable;

Ability to effectively motivate and supervise others;

Ability to develop a proposed budget that accurately forecasts the program's financial needs;

Ability to keep the program's expenditures within the constraints of its approved budget;

Ability to elicit cooperation from disparate groups and individuals of varying philosophies;

Ability to establish and maintain effective working relationships with other governmental units and agencies, volunteer groups, and citizen organizations concerned with the care of and advocacy for the mentally retarded person in the community;

Ability to communicate clearly, concisely, and effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to a Master's degree from an accredited college or university in a field related to mental retardation services, plus five years of increasingly responsible experience working in a mental retardation program. The qualifying experience, some of which should be at a community level, should include two years of supervisory responsibility over subordinate professionals and two years of administrative responsibilities involving program planning duties. Professional registration or certification, in fields where this is established, is preferred.

REVISED: June 23, 1986

REVISED: March 22, 1982

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